

General Election Roles & Responsibilities

Indiana Secretary of State:

- As described in IC 3-6-3.7 the Secretary of State is the chief election official. This person is responsible, with the consent of the co-directors, for working with the federal Election Assistance Commission to administer the requirements of HAVA.
- Honorable Todd Rokita, 317-232-6536

Indiana Election Division (IED):

- According to IC 3-6-4.2, the election division is lead by 2 Co-Directors of opposing parties. The Indiana Election Division (IED) is established within the Office of the Secretary of State. The Governor appoints the IED's two co-directors from lists of two or more persons submitted by the state's Democratic and Republican parties. The duties of the division are detailed in IC 3-6-4.2-12 and include implementing the HAVA state plan, maintaining precinct maps and acting as the reporting body on voter registration procedures and absentee ballots and military and overseas voters.
- J. Bradley King and Pam Potesta, 317-232-3939

Indiana Election Commission (IEC):

- According to IC 3-6-4.1, the commission consists of 4 individuals appointed by the governor (with no more than 2 individuals from the same party). As stated in IC 3-6-4.1-14, they have the power to administer election law, adopt rules under 4-22-2, assign election and registration forms for the state and oversee local election and registration officers.
- Thomas E. Wheeler, II, *Chair*; S. Anthony Long, *Vice-chair*; Dan Dumezich, Sarah Steele Riordan, 317-232-3939

County:

- Indiana's local government includes election administration and voter registration offices in each of the state's 92 counties. Each county is divided into election precincts, with a total of 5,602 precincts in Indiana. All 92 counties have a circuit court clerk elected by the voters and a county election board, which includes the circuit court clerk, to administer local elections.
- According to IC 3-5-3-1 the counties and municipalities are responsible for the payment of election expenses including "expenses of voter registration and for all election supplies, equipment and expenses out of the county treasury in the manner provided by law."
- County Clerk, County Board of Registration and County Board of Elections can be found on the Secretary of State's website, www.sos.in.gov/elections.

Bureau of Motor Vehicles (BMV):

- The BMV according to IC 9-16, is responsible for administering Voter Registration Services at License Branches, issuing photo id for voting purposes and maintaining extended hours the day before and on Election Day.
- Libby Manship 317-233-1218

Precinct election officials:

- Precinct election officials include inspectors, judges, poll clerks, assistant poll clerks and sheriffs. All work together on Election Day to ensure a smooth and successful election.

The Inspector

- The inspector acts as the “manager” of the precinct.
- With the two judges, the inspector decides all matters that come before the precinct election board.
 - The precinct election board consists of the inspector and the two judges.
 - The precinct election board is statutorily tasked with checking a voter’s photo ID at the polls before the voter is permitted to sign the poll list.

The Judges

- There are two judges in each precinct—one from each party. The judges assist the inspector in making decisions on matters that come before the precinct election board.

Poll Clerks and Assistant Poll Clerks

- The primary function of poll clerks is record keeping and ballot control by assisting voters in the process of signing the poll list.

Election Sheriffs

- The sheriff maintains order at the polling place and directs voters through the chute to the proper check-point.

Watchers, Challengers and Poll Book Holders

- Certain individuals who are not precinct election officials have special privileges to observe the precinct election process: watchers, challengers, and poll book holders.

For more information on specific duties of poll workers please reference the 2007 Election Day Handbook, pages 4-7.